

Confidential.

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Government of His Highness the Maharaja
of Mysore.

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(Revised up to 1st April 1942).

Submitted to Dewan)

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(2) Orders and other instruments made and executed in the name of the Government of His Highness the Maharaja of Mysore shall be authenticated in such manner as may be specified in rules to be made by the Government, and the validity of any order or instrument which is so authenticated shall not be called in question on the ground that it is not an order or instrument made or executed by the Government.

(3) His Highness the Maharaja may make rules for the more convenient transaction of the business of the Government, and for the allocation of the said business among the Dewan and the ministers.

II.

The Mysore Government Business Rules.

Under Section 8(2) of the Government of Mysore Act, 1940, His Highness the Maharaja is pleased to make the following rules for the transaction of the business of the Government:

1. The business of the Government will be transacted in the Secretariat Departments specified in the statement (Appendix A) appended to these rules. The allocation of business to the Departments may from time to time be changed under the orders of the Dewan. Each Department of the Secretariat shall consist of a Secretary to the Government, who shall be the official head of the Department and of such other officers and servants subordinate to him as the Government may determine. Distribution by departments.
2. The business of the Government will be distributed by departments between the Dewan and the Ministers as shown in the appended statement (Appendix B), which will be liable to alteration at the discretion of His Highness the Maharaja.
3. Cases falling under the annexed Schedule (Appendix C) shall be submitted to His Highness the Maharaja, with the opinion of the Dewan and Ministers. These cases shall be submitted by the Secretary concerned, in the first instance, to the Dewan or Minister, as the case may be, in charge of the department concerned, on whom will rest the initiative, entailing where necessary the preparation of a note for the consideration of the Council. No case shall be put up for circulation to Council until the minutes of the Minister in charge and the Dewan are placed on record and orders of the Dewan are obtained for disposal of the case by circulation or consideration at a meeting of the Council. It shall also be the duty of the Secretary to see that the rules regarding reference to the Finance Department are duly observed before the case is brought before the Council. Further, no case in regard to which the Finance Department is required to be consulted shall (save in exceptional circumstances under the direction of the Dewan) be discussed by the Council unless the Finance Minister is ready for its consideration. Scheduled cases.

Non-Scheduled cases.

Proviso.

4. Save as otherwise provided in these Rules, a case requiring the orders of Government shall ordinarily be disposed of by, or under the orders of, the Dewan or the Minister, as the case may be, in charge of the Department.

5. (Subject to the observance of the rules requiring prior reference to the Finance Department, the following cases shall be submitted to the Dewan after consideration by the Minister in charge before the issue of orders:—

- (i) (a) Questions relating to appointments of non-Gazetted Officers and acting and *sub pro tem* appointments of Gazetted Officers requiring approval of the Dewan under note to clause (v) of the Schedule.
- (b) All cases of transfers of Gazetted Officers of and above the rank of Assistant Commissioner, Subordinate Judge, Professor of the University, Deputy Director of Public Instruction, Surgeon, Executive Engineer, District Officer of the Railway Department, and Superintendent of a Section of the Electrical Department.
- (c) Any proposed order conveying a formal warning to a Gazetted Officer.
- (d) Reviews of Annual Administration Reports not coming under clause (iv) of the Schedule.

(Copies of these should, immediately after issue with the approval of the Minister in charge and the Dewan, be submitted to His Highness the Maharaja.)

- (e) Issue of Tour Notes of Ministers.
- (f) Estimates for works between Rs. 10,000. and Rs. 25,000.
- (g) Acceptance of tenders or of orders for purchases of and above the value of Rs. 50,000.
- (h) All cases in which it is proposed to negative the recommendations or overrule the decisions in a matter of importance of the High Court or the University.
- (i) All cases in which the orders proposed are likely to evoke serious public criticism.
- (j) Proposals involving important principles or any material departure from previous policy.
- (k) Proposals which affect, or are likely to affect, public peace or tranquility. Also reports from administrative and executive officers on

matters affecting public peace and tranquility, such as reports regarding communal disputes, subversive movements, political activities.

(l) Important correspondence relating to dealings with other Governments or States or involving implications of a political nature.

(m) Any other case which a Minister or the Secretary concerned may, for special reasons to be recorded in writing, consider it necessary to place before the Dewan.

(ii) The Dewan may, in any particular case, direct that the papers be submitted to him before the issue of final orders.

(iii) The Dewan may call for the records in any particular case or class of cases in order to satisfy himself as to the correctness of orders issued under the direction of a Minister.

(iv) An abstract of the cases disposed of by each Minister and of the orders issued shall be submitted every week to the Dewan for information.

NOTE.—Non-scheduled cases submitted to the Dewan or His Highness the Maharaja, after they are minuted upon by the Minister in charge, under this rule should *before issue of orders* be re-submitted to the Minister concerned (if he is at headquarters) for perusal of the orders of the Dewan or His Highness as the case may be, should such orders differ from those passed by the Minister.

6. Should any material difference of opinion between the Dewan and the Minister be established with respect to a case falling under Rule 5, it will be in the discretion of the Dewan either to direct that the matter be dealt with as though it were one falling within the Schedule, or to submit it direct for the orders of His Highness the Maharaja.

7. Subject to the provisions of Rules 4 and 5, the Dewan may refer non-scheduled cases to the Council, but such cases will not ordinarily be included in the agenda, nor will any formal resolutions be recorded thereon. Unless the Dewan otherwise directs, the opinion of the Council will be recorded on the file and the case will be further dealt with as a non-scheduled case.

8. (1) If, in any matter connected with a Department not immediately under his own charge, the Dewan considers that immediate action is necessary and that the delay involved in consulting the Minister in charge of

the Department is likely to be prejudicial, he may issue orders on his own authority. In all such cases, a copy of the Dewan's orders shall at once be supplied to the Minister whose Department is concerned, and, if necessary, the proceedings shall be reported for the information of His Highness the Maharaja, with a statement of the reasons which necessitated recourse to the special powers conferred by this Rule.

(2) The Dewan will also have power to initiate and work out questions of policy and re-organisation in regard to any of the Departments of the State in consultation with the Minister concerned.

9. The Secretary in each Department will work under the general or special directions of the Dewan and be responsible to him except in regard to cases falling under Rule 4 as to which the Secretary will take the orders of the Minister concerned.

10. When any proposal originating in one Department also affects any other Departments and is of an important character, the papers should ordinarily be circulated to the Minister in charge of each of such Departments before final orders issue.

Should any difference of opinion be established between two or more Ministers in any such case, the file will be submitted to the Dewan also.

If the views recorded by the Dewan are not acceptable to any of the Ministers who have previously dealt with the matter, it will be in the discretion of the Dewan either to direct that the matter be dealt with as though it were one falling within the Schedule, or to submit it direct for the orders of His Highness the Maharaja.

11. A Minister may call upon the Secretary to supply information regarding a case pending before such Minister, or regarding the manner of, or delay in, the disposal of any case which the Minister has had before him.

12. A Minister may desire the Secretary concerned to circulate to him any case with which the Minister is concerned before orders issue on it, provided that the issue of final orders passed in any case by the Dewan or His Highness, as the case may be, shall not be withheld on this account.

A Minister may call for papers from a Department under the control of another Minister, if they affect a case

Responsibility of Secretary.

Cases affecting two or more Departments.

Minister's power to call for information.

Procedure on difference of opinion.

Non-Scheduled cases in Council.

Special powers of Dewan.

in one of his own Departments. Such a requisition will ordinarily be complied with by the Minister to whom it is made or by the Secretary under the Minister's instructions. A Minister should not refuse to comply with such a requisition without referring the matter to the Dewan whose decision shall be final.

13. The Council shall meet regularly at stated intervals. His Highness the Maharaja or the Dewan may summon a meeting of the Council whenever His Highness or the Dewan may deem it necessary.

14. The Dewan will regulate the order of business in Council.

15. No Department shall, without previous consultation with the Finance Department, authorise any orders (other than orders pursuant to any general delegations made by separate orders issued by Government in the Finance Department), which, either immediately or by their repercussions, will affect the finances of the State or which, in particular,

(a) relate to the number or gradings or cadre of posts or the emoluments or other conditions of service of posts; or

(b) involve a permanent increase of recurring expenditure; or

(c) involve expenditure of a non-recurring nature which has not been provided for in the budget, or which, even if provided for, has not been specifically sanctioned by Government after reference to the Finance Department; or

(d) involve any grant of land, or assignment of revenue or concession, grant, lease or licence of mineral or forest rights or a right to water-power or any easement or privilege in respect of such concession; or

(e) relate to schemes of a commercial character, or any other schemes involving important financial considerations; or

(f) relate to proposals for imposition of taxation or surrender of existing taxation by Government, or for raising or reducing revenue:

Provided as follows:—

(1) In order however to avoid the necessity for petty references, Government may in the Administrative Branches and Departments finally sanction without

Meetings of Council.

Consultation with the Finance Department.

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reference to the Finance Department, expenditure not exceeding Rs. 500 in each case for temporary establishments or other objects of a non-recurring nature. But this is subject to the provisos:—

(a) that such expenditure is met by a specific re-appropriation of the Budget grant under the same major head of account,

(b) that it does not involve a debit against the next year's grant,

(c) that it is not of a novel or doubtful character,

(d) that it is not opposed to any financial or other rules, (e.g., anticipated savings under salaries and establishment are not to be utilised for meeting any other class of expenditure without reference to the Finance Department, *vide* Art. 278 (H), M. C. A. C. Vol. I.

(e) that it is not an additional allowance to a Gazetted Officer, and

(f) that the order is communicated to the Finance Department for information.

(2) An Administrative Department of Government will have power to sanction revision of permanent non-gazetted establishments under its control without reference to the Financial Secretariat, subject to the following conditions:—

(a) that the expense which the revision may entail is met by an immediate equivalent reduction of permanent expenditure in some non-gazetted establishment under its control and classified under the same major head of account,

(b) that the amount involved does not exceed Rs. 1,200 per annum,

(c) that the establishment is not required for any new general service or duty,

(d) that the revision is limited to appointments the pay of which both before and after revision does not exceed Rs. 50,

(e) that no class or grade of officers is created or abolished and the pay of no class or grade of officers is raised or reduced so as to conflict with standing orders, (e.g., the giving of progressive pay for ministerial appointments), create inconvenient precedents or give rise to a claim for similar revision in other departments,

(f) that the revisions thus sanctioned are reported to the Finance Department for communication to the Comptroller.

(3) No reference need be made to the Financial Department in the case of orders proposed to be issued under code rules, regulations or well recognised custom or in accordance with a sanctioned scale of charge.

NOTE.—Paragraph 3 of G. O. No. G. 17572-8—G. M. 676-17-1, dated 22nd June 1918 will be deemed modified by this rule.

16. (1) No appeal shall be entertained unless it satisfies the requirements of Section 210 of the Land Revenue Code and involves a real and not merely a colourable point of law or usage having the force of Law.

(2) No revision application under Section 217, Land Revenue Code, shall be entertained unless the applicant can show flagrant irregularity or injustice.

17. (i) Appeals and Revision applications to Government under Sections 210 and 217, respectively, of the Mysore Land Revenue Code, IV of 1888, in cases falling under classes (a) to (g) of Section 221 thereof and also appeals withdrawn from the Revenue Commissioner under Section 210-A, shall be heard and decided by the Minister in charge of the Revenue Department, provided that the Minister may reserve any question of law or usage having the force of law, the construction of any document or admissibility of any evidence in any proceeding pending before him for being heard and disposed of by two Ministers.

(ii) In the disposal of the matters aforesaid, the following rules shall be observed:—

(a) When there arises a difference of opinion between the two Ministers on any material question pending before them, such question shall be referred to the Dewan and the decision of Government shall follow the opinion with which the Dewan agrees.

(b) No order of a subordinate officer shall be modified or reversed without due notice of the hearing of the case to the party whose interest will thereby be affected.

(c) Any party appearing in person will be duly heard provided that a woman or a minor may appear by her or his next friend or guardian.

Revenue
appeals and
revision
applications.

APPENDIX A.

List of Departments in which Government Business is carried on.

	Secretary in charge at present.
1. Palace	Chief Secretary.
2. Political	
3. Civil appointments (including the M.C.S.)	
4. Business relating to the Council of Ministers.	
5. Secretariat Establishment	
6. Entertainment of State Guests	
7. Publicity.	
8. Land Revenue including Revenue Miscellaneous	
9. Land Records	
10. Police	
11. Horticulture	
12. Education	General Secretary.
13. University (Including Archaeology)	
14. Military	
15. Forest	
16. Agriculture	
17. Co-operative Societies	
18. Muzrai	Financial Secretary.
19. C. R. B.	
20. General Finance	
21. Civil Accounts	
22. Salaries and Allowances	
23. Financial Miscellaneous	
24. Excise	Development Secretary.
25. Income-tax	
26. Stamps	
27. Registration	
28. Industries and Commerce, Sericulture, Joint-Stock Companies, Inventions and Designs.	
29. Exhibitions	
30. Posts and Telegraphs and Broadcasting	
31. Economic Conference	
32. Statistics	
33. Geology and Mines	
34. Medical	
35. Public Health	
36. Government Printing and Stationery	
37. Museum	

	<i>Secretary in charge at present.</i>
38. Legislation	} Law Secretary.
39. Law Department	
40. Courts	
41. Prisons	
42. Representative Assembly	
43. Legislative Council	
44. Municipalities	
45. District Boards	
46. Village Panchayets	} Secretary, Railways, Electrical and P. W. D.
47. Traffic Board	
48. Local Service Examinations	
49. General Miscellaneous (including Census, State Administration Report and Meteorology).	
50. Public Works (including Roads and Build- ings, Irrigation, K. R. S. and Jog Projects).	
51. Electrical	
52. Railways	

APPENDIX B.

Distribution of portfolios among the Dewan and
the Ministers.

Dewan	Minister for Finance and Revenue	Minister for Law	Minister for Education	Minister for Local Self- Government and Public Health
Palace	Finance	Judicial	Education	Medical
Political	Land Revenue, Revenue Survey and Miscellane- ous	Police	University	Public Health
Representative Assembly		Prisons	Archæology	Municipality
Legislative Council	Muzrai	Law	Railways	District Boards
High Court	Excise	Legislation	Co-operation	Village Panchayets
Military	Income-tax	Industries and Commerce	Joint-Stock Companies	
Public Works	Forest	Labour	Stamps	Meteorology
Civil Service	Agriculture	Geology and Mining	Registration	Printing and Stationery
Central Recruit- ment Board	Sericulture	Electrical		General Miscellaneous
The Secretariat	Agricultural Marketing	Information		
	Gardens	Broadcasting		

MINISTER FOR FINANCE AND REVENUE WILL BE CHAIRMAN OF—

- (1) Political Affairs Committee.
- (2) Standing Committee for Finance and Taxation.
- (3) Public Accounts Committee.
- (4) Local Service Examinations Board.
- (5) Board of Sericulture.
- (6) K. R. S. Working Committee.

MINISTER FOR LAW WILL BE CHAIRMAN OF—

- (1) Board of Industries and Commerce.
- (2) Traffic Board.
- (3) Stores Purchase Committee, and
- (4) Vice-President, Soldiers' Board.

MINISTER FOR EDUCATION WILL BE CHAIRMAN OF—

- (1) Standing Committee for Railways, Electrical and Public Works Departments.
- (2) Board of Education.
- (3) Exhibition Committee.

MINISTER FOR LOCAL SELF-GOVERNMENT AND PUBLIC HEALTH
WILL BE CHAIRMAN OF—

Standing Committee for Local Self-Government and the
Departments of Medicine, Sanitation and Public Health.

APPENDIX C.

SCHEDULE

OF

Subjects which shall be placed before the Council and submitted with the opinion of the Dewan and Ministers for the Orders of His Highness the Maharaja.

(i) The imposition of new taxes and the abolition of existing taxes, except those levied or abolished under definite statutory provisions by Local Boards and Municipalities other than the Bangalore and Mysore City Municipalities.

(ii) Measures of Legislation.

(iii) (a) Annual general financial review and proposals for utilising the surplus.

(b) Annual Financial Statement (Budget).

(c) Supplemental applications involving material increase of sanctioned budget grants.

(d) Report of the Public Accounts Committee.

(e) Raising of a loan.

(iv) Annual Administration Reports of the Land Revenue, Excise, Forest, Judicial, Police, Education, Public Works and Railway Departments; Reviews of Administration Reports of other Departments when they pass orders on scheduled matters.

(v) The appointment, removal, promotion (other than promotion from class to class), withholding of periodical increments, censure, suspension and reduction in pay or rank of officers of all Departments holding Gazetted posts including Amildars and Deputy Amildars. For purposes of this clause, officers holding commission in the Mysore State Forces will be treated as holding Gazetted posts.

NOTE.—In the following cases, orders may issue on the authority of the Dewan and the Minister, if any, in charge of the department concerned :—

(1) Appointment of non-gazetted officers requiring sanction of Government.

(2) Acting and *sub pro tem* promotion of officers to gazetted rank, the selection being confined to lists previously approved by His Highness the Maharaja.

(3) Seniority promotions, other than those of a permanent character, to any grade not higher than that of a Deputy Commissioner.

(4) Arrangements for the temporary charge of any office, other than that of a Minister.

(vi) Disposal of memorials for mercy from persons condemned to death, and proposals for remission of judicial sentences other than the release of prisoners owing to serious illness under the provisions of the Jail Manual.

(vii) Prosecution of public servants of the grades specified in clause (v) above, in cases requiring by law the previous sanction of Government.

(viii) Changes of system, or organisation, or method of realising revenue in all departments.

(ix) Any material revision of establishment in any department.

NOTE.—The following may be considered as involving material revision of establishment :—

(1) Revision of scales of existing establishments where the extra average cost involved is in excess of Rs. 2,000 per annum.

(2) Additions to establishment of a permanent nature where the extra cost involved exceeds Rs. 2,000 per annum.

(3) Additions to establishment of a temporary character where the extra cost involved exceeds Rs. 2,000 per annum.

(x) All cases the decision in which binds the Government to a particular policy and which may affect the finances to an appreciable extent in the present or the future.

(xi) Questions of the pay and allowances or pensions of officers of any rank, if not covered by the Mysore Service Regulations.

(xii) Grant of Muzrai honours of any description.

(xiii) Sanction of honoraria or rewards to officers of Government when the amount exceeds Rs. 500.

(xiv) All cases involving action being taken under Sections 8 and 10 of the Mysore Press and Newspaper Act, 1940.

(xv) Proposals for grants-in-aid of Rs. 500 or more payable for a period exceeding one year, if not covered by existing rules.

(xvi) Grant of loans of and above Rs. 10,000.

(xvii) Estimates for works costing above Rs. 25,000 other than estimates for annual repairs or maintenance and detailed estimates for utilising a lumpsum provision made in a sanctioned estimate.

(xviii) Grant of Foreign Scholarships including free and loan scholarships.

(xix) Deputation of officers to foreign countries.

(xx) Nominations to the University Council and the Senate.

(xxi) Mineral leases and concessions granted to companies and other bodies for developing the resources of the State which are not of an ordinary nature covered by the Departmental Rules.

(xxii) Grant of titles and medals in recognition of public services.

(xxiii) Unusual items of expenditure exceeding Rs. 5,000.

(xxiv) All questions of the interpretation of the Rules of Business, including cases as to which there is a doubt whether they come under the Schedule.

(xxv) Cases of important Town Municipal Councils being superseded.

(xxvi) Nominations to the Representative Assembly and the Legislative Council.

(xxvii) The appointment of the President and the Deputy President of the Legislative Council.

(xxviii) Any other matters upon which His Highness the Maharaja may wish to have the views of the Council.

III.

Subsidiary Rules for the Conduct of Business in Council.

1. When a case is ripe for the consideration of the Council, the Secretary concerned should forward it to the Chief Secretary for circulation, specifying whether the file should be circulated for disposal or consideration at a meeting. No case shall be sent for circulation until the minutes of the Minister in charge and the Dewan are placed on record.

2. The Chief Secretary shall, under the directions of the Dewan, be responsible for convening the meetings of the Council, and for arranging that all the necessary papers for each meeting are circulated to the Dewan and Ministers before the meeting. He shall ordinarily attend all meetings of the Council and shall maintain a record of all decisions arrived at such meetings.

3. No Council case sent for circulation will ordinarily be kept for more than five days by any Minister. When cases are detained for a longer period, intimation should be given to the Chief Secretary.

4. When the Dewan or Minister initiating orders in a case asks a question, reply should be obtained and submitted before the papers are passed on for further circulation. If a question is asked by another Minister of Council, the same procedure should be followed, provided that if the question cannot be answered within the Secretariat, the Secretary should re-submit the case to the Dewan or Minister initiating, as the case may be, before a reference is made outside the Secretariat.

5. The Chief Secretary will have charge of the scheduled cases. The other Secretaries will attend the meetings of the Council if required to do so.

6. When it is decided to bring a case before the Council, the Department to which the case belongs shall prepare under the instructions of the Minister concerned, a note indicating with sufficient precision the salient facts of the case and the points for decision, for circulation in Council.

7. The Chief Secretary will ordinarily draft the opinions of the Council and take the initials of the Ministers at the meeting.

8. In intricate and difficult cases notes of the opinions expressed will be drawn up by the Chief Secretary and formal drafts of the resolutions of the Council will thereafter be prepared on the basis of the above drafts and notes under the direction of the Dewan.

9. All drafts and notes mentioned above will be preserved by the Chief Secretary.

10. After the opinion of the Council is recorded, the file will be submitted to the Minister in charge for a final note summing up the case.

11. The papers with the final note will then be sent to the Dewan who will submit the same for the orders of His Highness the Maharaja with such observations as he may deem fit to add.

12. In cases pertaining to the Departments under the control of the Dewan, the papers will be submitted to the Dewan with a draft submission note.

13. Council cases received with His Highness' orders will be returned to the Chief Secretary who will, after having a note of disposal made in the Council Registers, forward them to the Secretaries concerned for further action.

14. All urgent or confidential files returned with His Highness' orders may, in the absence of instructions or indications to the contrary, be ordinarily circulated to the Ministers for perusal *after the issue of orders*.

15. This does not render unnecessary the submission of drafts of orders in suitable cases, to the Minister concerned or the Dewan, as the case may be, *before the issue of orders*.

16. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned, immediately after, to the Chief Secretary for circulation to the Ministers.

17. In all other cases, the files will first be circulated to the Ministers at headquarters and then sent to the Secretariat concerned for the issue of orders.

18. When Ministers are absent from headquarters, the files containing the submission notes and His Highness' orders will be circulated to them on their return.

19. No proceedings in the Council, nor any discussion held between Ministers and the Dewan in the transaction of Government business shall without the consent of the Dewan, be disclosed at any time save to an authorised person.

No confidential record nor information derived solely from such record shall be published by any one who has had access to such owing to his position as a person who holds or has held office under Government save with the previous approval in writing of the Dewan.

IV.

Responsibilities of Ministers.

1. Each Minister is expected to satisfy himself that cases in the Secretariat relating to the Departments under his charge are disposed of with due promptitude. All Government Orders, except those of a routine character, should be scrutinised and approved by the Minister and important ones revised or, if necessary, drafted by him. Disposal of cases.

2. It is desirable that each Minister should accept responsibility for the correctness and finish of every important Government Order relating to the Department in his charge, which is likely to elicit public criticism. Correctness of orders.

3. The initiation of new measures for the improvement of the departments in his charge and the elaboration of schemes initiated by the Head of the Department concerned or by Government shall vest in the Minister, without prejudice, however, to the powers of initiative vesting in the Dewan, and he will be expected to prepare alternative proposals, if necessary, and pursue the subject till a formal resolution embodying a decision on the subject is placed on record. As a rule, before details of new schemes are worked out, the main outlines should be approved and administrative sanction accorded by Government. Initiation of new measures and schemes.

4. Notes, memoranda, etc., of a Minister, if strongly worded or of a highly controversial character, will be sent to the Dewan direct. Such papers will be circulated to the other Ministers either by the Dewan or with his permission by the initiating Minister himself and then returned to the Dewan for submission to His Highness the Maharaja. After orders are passed by His Highness, the decision will be communicated to the Secretary concerned. "Secret" cases.

5. No Minister shall, without previous consent of the Dewan or formal discussion in Council, give expression in public, on his own responsibility, to opinions contrary to, or inconsistent with the declared policy of Government.

6. Each Minister is expected to maintain constant touch with, and close and active supervision over, the affairs of the departments under his control. Supervision over Departments.

7. In order to ensure speedy and satisfactory transaction of business, each Minister may arrange to meet frequently Heads of Departments and without committing Government in important matters, discuss with them all questions in which difficulties may have arisen or may be foreseen.

Half-yearly
Reports.

8. Once every half-year in the months of January and July, a Minister will submit to His Highness, through the Dewan, a report for every department in his charge, showing the following particulars :—

(1) Important measures undertaken during the half-year under report.

(2) General state of work and efficiency of the department during the half-year under report.

(3) Important measures requiring attention during the coming half-year and action that is being taken in respect of them.

(4) Important appointments to be made during the coming half-year and steps taken to make the best selections possible.

(5) Any other observations and suggestions relating to the future working of the department.

(The report will be written in a narrative form under each head for each department.)

9. The entire work of the Ministers whether at headquarters or on tour should be performed with a view to close co-operation in the general work of the administration and to further the intentions which the Government as a whole may have in view.

10. Ministers are expected to undertake tours for the investigation of any specific questions on the spot or for the inspection of any particular taluk, locality or institution, as may be considered necessary. The duration of such tours will ordinarily be limited to about two months in a year.

11. In order that business at headquarters may not suffer, such tours may be undertaken in consultation with the Dewan. When a Minister proceeds on tour, he should furnish to the Dewan, for submission to His Highness the Maharaja, a statement showing—

- (i) the object and definite purpose of the tour, and
- (ii) its duration.

12. The Tour Notes of Ministers may as a rule contain as little descriptive matter as possible and should bring out prominently the points in respect of which the Minister himself has given directions and necessary instructions on the spot and those in which prompt action is necessary as the result of the inspections. Tour Notes.

The Tour Notes may be drawn up in different sections as follows :—

(1) Itineration or details of inspection in brief.

(2) Results of inspection giving matters on which action has been taken on the spot.

(3) Results of inspection giving points (relating to all departments) on which orders of Government are called for.

(4) General observations arising out of the inspection and referring to matters of permanent interest.

(5) *Confidential*.—

(a) Comments on the work of the individual officers of Government, and

(b) Observations, criticisms or suggestions, raising questions of policy regarding the administration of any department.

13. (a) Section 1 is meant merely for record and no further action will be necessary thereon.

(b) Points referred to in Section 2 also would not ordinarily be followed up except where definite instructions to that effect are given; but extracts from this section will be sent to the Heads of the Departments concerned for information and for communication to their subordinates.

(c) In respect of points included in Section 3, the Minister will immediately after his tour direct the Secretaries concerned to put up the necessary drafts and further action thereon will be taken according to the ordinary rules of Council Business under the orders of the Minister of Government who has charge of the department concerned.

(d) Each point raised in sections 4 and 5 will be referred for instructions to the Dewan through the Minister in charge of the Department concerned.

14. With a view to provide for the systematic inspection of important public offices and institutions by the Ministers so as to enable them to keep themselves in Inspection

close touch with the affairs of their respective departments, the following arrangements are prescribed:—

(1) Each Minister will, in consultation with the Dewan and in accordance with the rules regarding tours of Ministers, inspect from time to time important offices and institutions pertaining to the departments in his charge.

(2) The points receiving special attention at these inspections will be —

- (a) the observance of the policy laid down by Government in respect of the administration of the department and the attention given to the progress of special schemes;
- (b) the observance of the various Rules, Codes, Manuals, etc., prescribed by Government for promoting efficiency;
- (c) the general state of routine business; and
- (d) the progress of departmental or technical work.

(3) The notes of special inspection may be prepared on the lines indicated and dealt with in accordance with the procedure laid down in Rules 10 to 13.

Procedure in regard to consulting the Financial Department

The following instructions are issued in regard to the procedure to be observed in the matter of referring cases to the Financial Department under Rule 15 of the Rules of Business, and their disposal. The procedure previously laid down in this behalf, in Government Order No. G. 17572—G. M. 676-17-1, dated the 2nd June 1918, will be deemed to be modified by the instructions now issued.

1. No case shall be referred to the Financial Department until the proposals have been duly considered in the administrative Secretariat and the views of the Secretary concerned, or of the Minister in charge, have been recorded.

2. Where the proposals for consideration are simple in character and the financial implications are not heavy, the case may be referred to the Financial Department after the administrative aspect has been examined by the Secretary concerned and his views are recorded. The Financial Secretary may record his opinion in such cases and return the file to the administrative Secretariat for submission to the Minister in charge of the Department concerned. In case the Minister does not accept the opinion of the Financial Secretary, the file may be referred back to the Financial Department and if the Financial Secretary acquiesces in the decision of the administrative Minister, the case may be returned to the administrative Department for issue of orders or other further action. If, however, the Financial Secretary still feels that the proposals are not acceptable from a financial point, he may submit the case to the Finance Minister.

3. Where the proposals are of a complicated nature and involve heavy financial commitment, they may, in the first instance, be fully examined by the administrative Department and the views of the Minister in charge of the Department also obtained so that the extent to which the administrative Department itself is prepared to recommend consideration may be clearly indicated. The case may then be referred to the Financial Department for examination of the financial aspect of the question.

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These cases may be noted upon by the Financial Secretary and submitted to the Finance Minister also, before return of the papers to the administrative Secretariat.

4. If in any case, there be a difference of opinion between the Minister in charge of a Department and the Finance Minister, the papers may be submitted to the Dewan who may either refer the matter for consideration at a meeting of the Council, or submit the file with his own opinion, to His Highness for orders. In respect of matters falling under the Schedule, the case will, as a matter of course, be circulated to the other Ministers before submission to His Highness.

5. After a resolution has been recorded in a case, by the Council, at a meeting at which the Finance Minister has been present, if such resolution is not in accordance with the views of the Finance Department recorded previously in the file, the papers need not be sent a second time to the Financial Secretary, but the Finance Minister may append a separate minute, for being placed before His Highness, if in any case he considers that the proposals are open to objection on financial grounds.

6. The Financial Department will, in cases referred to it, have access to all papers relating thereto, including the minutes of the Dewan and Ministers of Council and the orders of His Highness the Maharaja, but not papers of a confidential nature which may be directed by His Highness or the Dewan to be withheld.

7. After final orders are passed by His Highness on a case in which the opinion of the Financial Department has been recorded, but is not accepted, the file containing the orders will be sent to the Financial Department for perusal and return.

8. No case in which the orders of His Highness have been passed should be held up in the Financial Secretariat. If in any case the Financial Secretary considers that the procedure laid down in this order has not been strictly followed, the matter may be brought to the notice of the Finance Minister and the Dewan for suitable action, but action on the orders should not be deferred on that account.

9. All Secretaries to Government are responsible to see that the procedure laid down ~~in this order~~ is strictly adhered to.

Inter-departmental procedure in the Secretariat.

Re: Legislation.

A. GOVERNMENT BILLS.

The Legislative Department is not, in respect of legislation, an originating or initiating department. Its function is to prepare drafts of Bills when required by the administrative department to do so.

2 Every proposal to initiate legislation, shall be considered in, and if necessary transferred to, the administrative department principally concerned with the subject matter of the legislation. The necessity for the legislation and all points connected with it except the technical details of the Bill, if any, to be introduced, shall be discussed and settled in that department. The department may, if necessary, consult the Law Department on the need for the proposed legislation from the legal point of view. The approval of the Minister in charge of the department concerned and of the Dewan may be obtained.

3 If legislation is decided upon, the papers will be sent to the legislative department with a memorandum indicating with sufficient precision the lines on which it has been decided to undertake legislation. The legislative department shall then prepare a draft bill with a statement of objects and reasons and notes on clauses, if necessary, and return the same to the administrative department concerned.

4 The draft bill, the statement and the notes on clauses shall then be examined by the administrative department concerned which should satisfy itself as to whether the bill correctly represents what was intended to be put before the legislature. If any change is considered necessary, it shall formulate such changes and return the file to the legislative department for remarks. The papers will then be considered in Council and after approval will be sent with the Final Note by the Minister in charge of the administrative department to the Dewan for submission to His Highness the Maharaja.

5 Measures designed solely to codify or consolidate existing enactments or legislation of a formal character may be initiated in the legislative department.

6 After the sanction of His Highness the Maharaja has been obtained to proceed with the Bill, the bill will be transferred to the legislative department and action will be taken under the Mysore Legislative Rules by the legislative department in consultation with the Representative Assembly and Legislative Council Office and the provisions of the said rules will apply thereafter.

7 When a Bill has been passed by the Legislative Council and a copy of the Bill signed by the President has been received by the Government, the legislative department shall take action to submit the bill with a statement of the opinion expressed by the Representative Assembly on the principles of the Bill or its general provisions, through the Dewan to His Highness the Maharaja for assent.

8 The legislative department shall also take action thereafter to publish the Act in the gazette and to get copies of the Act printed, for sale to the public and for use in the Secretariat.

B. NON-OFFICIAL BILLS.

9 When a non-official Bill has been submitted to Government for obtaining the previous sanction of the Dewan, the legislative section shall forthwith transmit the papers to the administrative department principally concerned with the subject matter of the Bill.

10 The Bill shall then be examined by that department and submitted through the Minister in charge of the department concerned, to the Dewan.

11 The sanction of the Dewan or his refusal to sanction shall thereafter be submitted to His Highness the Maharaja and after return, the papers shall be transferred to the legislative department for sending a reply to the member sending the Bill.

12 When sanction of the Dewan has been obtained by a member of the Legislative Council and the member requests Government to place the Bill before the Assembly, further action will be taken in the matter by the legislative department in accordance with the provisions of the Mysore Legislative Rules and Standing Orders.

13 After the Bill has been passed in the Legislative Council, further action will be taken in the Legislative Department as set out at paragraphs 6—8 above in the case of Government Bills.

C. RULES AND ORDERS UNDER STATUTORY PROVISIONS

14 Whenever it is proposed to make or sanction a rule in the exercise of a statutory power, a draft of the rule shall before final approval, be referred to the Law Department for opinion as to whether it is within the powers conferred by the Legislature and is otherwise in proper form and for revision if necessary in these respects.

15 Drafts of statutory notifications or orders shall similarly be referred to the Law Department unless they are of routine nature or unless similar drafts have already been accepted by that Department.

VII.

Mutual Relations of the Secretaries to Government.

Every Secretary to Government will be responsible for taking efficient steps for the prompt despatch of work relating to the departments in his charge, and the due observance of the procedure laid down in the Rules of Business and other Standing Orders.

The Chief Secretary to Government will, in addition to the work relating to the departments specifically assigned to him, have the following special responsibilities:—

(1) He will be in direct charge of the Confidential Branch, and will, along with the Secretary of the Department concerned, deal with all personal questions relating to Gazetted Officers, etc.

(2) He will be responsible for Council work.

(3) He will be in charge of political matters and he should be kept informed of any information of importance of a political nature that may be received by any other Secretary to Government.

(4) He will co-ordinate the work of all the Secretaries to Government and will help the administration and the Dewan in working up all urgent and special cases that may be referred to him, to whatever department they may belong.

(5) He will be the chief officer responsible for the general work and discipline of the entire General and Revenue Secretariat. He will take measures to co-ordinate the work of the whole Secretariat, and is empowered to inspect any Branch and take (in consultation with the Secretary of the Department concerned) disciplinary measures to check delays and irregularities.

VIII.

Disposal of Routine Cases by Secretaries.

The following list comprises routine cases which may be disposed of by the Secretaries on their own responsibility, when they are covered by rule or precedent, do not involve the overruling of the recommendations of the Head of any Department and raise no points of delicacy or exceptional importance. A Minister may call for and examine the records of any case or cases disposed of by the Secretaries in the Departments in his charge.

1. Sanction of pensions except political pensions. 1. Financial.
2. Grant of advances for the purchase of motor cars and house-building.
3. Sanction to commutations of pension in the case of individual officers when there are no points of doubt.
4. Revision of Potgi to village officers under the standing orders. 2. Revenue.
5. Appropriation of lands from one purpose to another except in the case of forming new village sites.
6. Reports of accidental fires except when relief on a large scale is necessary and when loss of human life is reported.
7. Appointment of members to Tank Panchayets, the constitution of which has been sanctioned by Government.
8. Sanction to proposals of the High Court for investiture of officers with Magisterial powers. 3. Judicial.
9. Cases of extradition not involving important points.
10. Advances for recovering institution fee in pauper suits.
11. Writing off irrecoverable institution fee in pauper suits.
12. Fee bills of Public Prosecutors not provided for in the rules of 1904.
13. Sanction to prosecution in Infant Marriage cases (unless the proposal is to be rejected). 4. Police.
14. Sanction to the acceptance by the Police of rewards offered by private persons.
15. Entertainment of temporary warders not falling within the powers of the Inspector-General of Prisons (Rules 170 and 171 of the Jail Manual). 5. Prisons.
16. Sanction to accept presents offered by the public to medical officers and subordinates. 6. Medical.
17. References relating to pupil Sub-Assistant Surgeons including entertainment of passed medical pupils.
18. Indents for midwifery articles.
19. Confirmation of Sub-Assistant Surgeons at the end of the period of probation provided their service is approved.
20. Constitution of a Board for the examination of medical officers and subordinates in colloquial Kannada.
21. Sanction of plague expenditure (including supply of shed materials.) 7. Sanitary.

22. Sanction to declare vaccination compulsory when the proposal emanates from the local body or is supported by it.
8. Local and Municipal. 23. Establishment and transfer of cattle pounds.
24. Farming out collection of fees in Jattras.
25. Sanction of extraordinary expenditure up to Rs. 50 in the case of City Municipal Councils under section 61 (3) of the City Municipalities Act.
26. Reports on cattle shows and exhibitions.
27. Supply of Amrut Mahal Bulls to District Boards at concession rates.
9. Muzrai. 28. Sanction of petty expenditure (not exceeding Rs. 100 in each case) in connection with Muzrai Institutions.
29. Sanction of estimates of minor repairs to Muzrai Institutions.
30. Sanction and notification of appointments of Dharmadarsis of Minor Muzrai Institutions.
31. Revision of the scales of income and expenditure of Minor Muzrai Institutions.
32. Leases of temple lands in cases where the Deputy Commissioner's recommendation is accepted.
10. Press and Stationery. 33. Purchase of Press requisites and stationery above Rs. 50 and below Rs. 500.
34. Advance of Rs. 500 to the Press Superintendent during the Dasara and Birthday Sessions for printing works.
35. Sanction to the printing of forms and registers required by the departments.
36. Permission for the execution of private works in Government Press.
37. Sanction to the execution of special printing works for Government Departments.
38. Sanction to the issue of stationery to new offices.
39. Sanction to purchase outside the annual contracts.
40. Sanction to the purchase of overmakes of watermarked paper.
41. Disposal of applications for the loan of type, paper, etc.
42. Sanction of expenditure on account of advertisements.
43. Free supply of the copies of the Gazette and Civil List.
11. Gardens. 44. Horticultural shows. Approval of the prospectuses and selection of Judges.
45. Approval to the execution of improvements to Government Gardens when the estimate does not exceed Rs. 500.
12. Museum. 46. Sanction to the purchase of specimens costing not more than Rs. 100 individually.
13. Archaeology. 47. Free supply of Government publications to oriental scholars.
14. General. 48. Repair and renewal of tents supplied to officers.
49. Travelling allowance for halts exceeding ten days.
50. Travelling allowance bills.
51. Applications for sanction to reappropriate funds.
52. Purchase of books and permission to subscribe for periodicals.
53. Charge allowance to minor officials.
54. Purchase of furniture and of departmental requisites, ink for Stamp Manufactory, implements for Agricultural Department, maps and instruments for Education Department, etc., when the expenditure involved does not exceed Rs. 100.

55. Supply of clothing to menials.
56. Contingent bills.
57. Payment of arrear claims such as pay, allowances, grants to Muzrai and Educational Institutions.
58. Writing off arrears of irrecoverable revenue under all heads up to a limit of Rs. 1,000 and irrecoverable arrears of house-building advances and of site value where the arrear does not exceed Rs. 100.
59. Refunds.
60. Sanction of advances to be adjusted within one year.
61. Disposal of routine returns, such as return of horses and saddlery, report of transfer of charge, statement of lands held by revenue officers, etc.
62. Casual leave to Deputy Commissioners in emergent cases and privilege leave up to 15 days to Assistant Commissioners and officers of similar status when no consequential posting or acting arrangements are needed. Short leave to Non-Gazetted Officers in the same circumstances. Permission to utilise holidays and petty additions to leave already sanctioned by competent authority.
63. Sanction to appointment of persons over 25 years of age to clerical service and also to appointments of teachers whose pay is less than Rs. 100 per mensem.
64. Sanction to acquisition of lands for Government, Municipal Councils, Trust Board or Companies.
65. Claims for compensation for lands taken up.
66. Sanction to transfer of officials from Local Fund to other Departments and *vice versa*.
67. Applications from Non-Gazetted Officers for changing their names.
68. Alteration of the date of birth of Non-Gazetted Officers.
69. Power to call for necessary information in regard to any matter which is or has been before Government.
70. Power to issue orders in all cases minuted upon by the Ministers without submitting drafts to them unless specially ordered to do so.
- This does not dispense with the necessity of obtaining the approval of the respective Ministers to drafts of orders that are important or are likely to elicit public criticism. All such drafts should invariably be submitted before issue to the Ministers concerned for approval or for such scrutiny as they may deem fit to make.
71. Generally all other powers now exercised by the Secretaries in practice.